



## AGENDA

### Mason Transit Authority Board Regular Meeting

Tuesday, March 19, 2024 at 1:00 p.m.

Remote Meeting via Zoom

To join by phone: <https://zoom.us/j/93153701527?pwd=aEtTR25McGx5S0Q3VWJzdkJNVjI0Zz09>

Meeting ID 931 5370 1527

Passcode 927596

#### In person attendance:

Mason Transit Authority  
MTA Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton

1. **CALL TO ORDER** Chair
2. **ROLL CALL AND DETERMINATION OF QUORUM** Chair
3. **PUBLIC COMMENT – *Limit of three (3) minutes per person*** Chair  
*Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any transit-related issue. Please keep comments to no more than three minutes.*  
*The Chair will ask for public comments from those present in the meeting room first, followed by those attending virtually. When called, please state your name and preferred contact information for the record. Authority Members and Staff will not enter into a dialogue during public comment but may ask clarifying questions. If the Authority feels an issue requires follow up, Staff will be directed to respond at an appropriate time.*
4. **APPROVAL OF AGENDA – ACTION** Chair
5. **CONSENT AGENDA – ACTION** Chair
  - A. Pg. 03: February 20, 2024 Regular Board meeting minutes
  - B. Pg. 06: Check Approval: February 1 – February 29, 2024
  - C. Pg. 12: Updated Proposed MTA Board Committee Members Chair
6. **STAFF AND INFORMATIONAL REPORTS**
  - A. Pg. 13: Financial Reports – February, 2024
  - B. Pg. 19: Management Reports
  - C. Pg. 23: Operational Statistics

7. **EXECUTIVE SESSION:** An Executive Session will be held pursuant to RCW 42.30.110(1)(g) relating to the performance of a public employee. **Chair**

8. **RESUME OPEN SESSION:** Action may be taken following the Executive Session **Chair**

9. **COMMENTS BY BOARD**

10. **UPCOMING MTA BOARD MEETING:**

**Mason Transit Authority  
Regular Meeting  
April 16, 2024 at 1:00 PM  
Hoodspport Fire Hall Meeting Room  
331 North Finch Creek Road  
Hoodspport**



**PLEASE NOTE REMOTE LOCATION**

11. **ADJOURNMENT**

*All participants are welcome. The meeting locations are ADA accessible. If you anticipate needing any type of accommodation or have questions about the physical access provided, please call 360-426-9434 in advance. We will make every effort to meet accommodation requests.*

**Mason Transit Authority  
Minutes of the Regular Board Meeting  
February 20, 2024**

*Virtually and at*

Mason Transit Authority's  
Transit-Community Center  
Conference Room  
601 West Franklin Street  
Shelton



**OPENING PROTOCOL**

**1. CALL TO ORDER:** 1:00 p.m.

**2. ROLL CALL AND DETERMINATION OF QUORUM**

**Authority Voting Board Members Present at T-CC:** Eric Onisko, Chair; Cyndy Brehmeyer, Richard Lee, Wes Martin, Randy Neatherlin, Kevin Shutty, Ryan Spurling and Sharon Trask. **Quorum met.**

**Authority Voting Board Members Present via Zoom:** John Sheridan, Vice Chair

**Authority Voting Board Members Not Present:** [None.]

**Authority Non-voting Board Member Not Present via Zoom:** Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

**Citizen Advisor to the Board Present at T-CC:** John Piety

**MTA Staff present at T-CC:** Amy Asher, General Manager; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

**Others Present at T-CC:** Rob Johnson, Legal Counsel.

**3. PUBLIC COMMENT** – *[None present virtually or in person]*

**4. APPROVAL OF AGENDA**

**Moved** that the agenda for the February 20, 2024 Mason Transit Authority (MTA) regular board meeting be approved. **Shutty/Trask. Motion carried.**

**5. INTRODUCTION OF NEW BOARD MEMBERS.**

Amy Asher, General Manager, introduced new Board members Ryan Spurling and Rick Lee.

## 6. CONSENT AGENDA

**Moved** to approve Consent Agenda items A through B as follows and as presented:

- A. January 16, 2024 MTA regular Board meeting minutes.
- B. Payments of January 1, 2024 through January 31, 2024 financial obligations on checks #38251 through #38331 and #38356, as presented for a total of \$1,179,526.43.

**Trask/Shutty. Motion carried.**

## 7. ACTION ITEMS – NEW BUSINESS

### A. **Interlocal Agreement between Mason County and Mason Transit Authority.**

Ms. Asher, General Manager, described the purpose of the ILA and that the County updated the ILA acknowledging annual cost adjustments for fuel and services, as well as hourly shop rates and how fuel will be invoiced. Ms. Asher also indicated that the ILA has been reviewed by MTA's Legal Counsel. *Board member Neatherlin abstained from vote.* **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-02 and authorize General Manager to sign same. **Trask/Martin. Motion carried.**

### B. **Amendment to WSDOT Consolidated Grant Program Capital Grant Agreement**

**PTD0344-01.** Ms. Asher stated that the purpose of this amendment relates to the grant funding that was approved in the last biennium and is now allocated between two biennia, including match amounts. The allocation was necessary due to the delays in bus production and the one diesel bus that was received last year. **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-03 that approves Grant Agreement PTD0344-01 and authorizing General Manager to sign same. **Shutty/Neatherlin. Motion carried.**

## 8. STAFF AND INFORMATION REPORTS:

**A. Financial Reports.** Ms. Asher indicated that increased expenses in January related to normal operating annual dues and subscriptions that are billed for payment in January.

### B. **Management Reports.**

- **Recruiting.** Ms. Asher indicated that she has had further discussions regarding recruitment and not waiting until receiving a pool of candidates as they have been accepting other offers. The new recruitment has yielded one candidate and that Prothman will need to move quickly in the interviewing process. It may become necessary for Ms. Asher to come back to the Board to approve a salary increase if further recruitments do not yield any candidates.
- **Audits.** The auditor is continuing to work through the 2022 audit. MTA's contracted financial bookkeeper will be assisting with preparation for the launch of the 2023 audit once the 2022 audit is complete.
- **Maintenance.** Paul Bolte, Facilities & Fleet Maintenance Manager, reported that MTA just received its 5<sup>th</sup> new Gillig coach and that 3 more Gilligs will be received this

summer. He also shared that 10 new cutaways are in Federal Way receiving detailing so that all vehicles look the same. Mr. Bolte shared that he has been meeting with the Fire Marshall for new propane fuel permits. The Maintenance team has been preparing for upcoming spring work at the park & rides. One of MTA's fueler/detailers is transitioning to be a driver, so a new recruitment is out to fill that vacant position.

- **Operations.** So far, MTA has received 16 applicants for the current driver recruitment. Some applicants already have their CDLs. Some of the applicants are as a result of job source fairs in Thurston and Grays Harbor Counties attended by MTA's Operations Coordinator, Dan Sharp, and Human Resources Generalist, Haley Dorian. Mr. Rowe also indicated MTA has received questions relating to the McCleary Pilot and new parking at Mud Bay for the Route 6. There was additional discussion regarding pilot routes, traffic and commutes.
- **Technology.** Ms. Asher shared with the Board that this week Tyler Hildebrandt, MTA's IT Administrator, will begin working on cybersecurity upgrades with Right! Systems as a part of WSTIP's cybersecurity strengthening and protection of MTA's technology system.
- **Other Projects.** Ms. Asher indicated that the Belfair Sewer Connection project was nearly complete.

**C. Operational Statistics.** Jason Rowe, Operations Manager, shared that a comparison of January 2023 to January 2024 shows an increase in ridership.

**D. Employee Engagement Survey.** Ms. Asher went over the survey and indicated that staff were asked if they would prefer to attend the traditional annual all-day staff meeting on Sunday to gather. Most responses were that they didn't care for that format. As a result of expressed preferences by the staff, there will be smaller group meetings in 2024.

#### **9. COMMENTS BY BOARD:**

- Mayor Onisko welcomed new Board members Ryan Spurling and Rick Lee.
- Board member Neatherlin shared about a potential green transportation opportunity.

#### **10. UPCOMING MEETING**

**Mason Transit Authority**

**Regular Meeting**

**March 19, 2024 at 1:00 PM**

Transit-Community Center Conference Room

601 West Franklin Street

Shelton

**Moved** that the meeting be adjourned.

**9. ADJOURNED: 1:36 PM**

**Mason Transit Authority Board Meeting**

**Agenda Item:** Consent Agenda – Item 5B – *Actionable*  
**Subject:** Check Approval  
**Prepared by:** Haddon Wulf, Administrative Assistant  
**Approved by:** Amy Asher, General Manager  
**Date:** March 19, 2024

**Summary for Discussion Purposes:**

Disbursements:

- Washington State Transit Association
  - Check #38354 - \$15,434.00 – Annual Membership Dues.
- FireTek
  - Check #38365 - \$5,738.46 – Monitoring and Emergency Backflow Repairs.
- State Auditor’s Office – WA
  - Check #38428 - \$7,574.66 –Audit Charges.

February Fuel Prices: Diesel \$3.21, Unleaded \$3.01

General Manager Travel Expenditures:

N/A

**Check Disbursement Fiscal Impact:**

\$646,209.88

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the payment of February 1, 2024, through February 29, 2024, financial obligations on checks #38332 through #38455 as presented for a total of \$646,209.88.

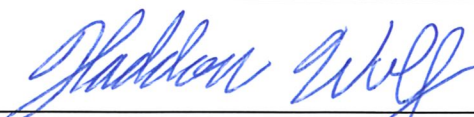


Mason Transit Authority  
 March 19, 2024, Disbursement Approval

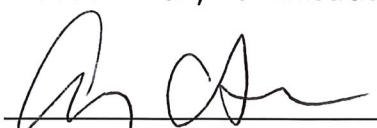
The following checks for the period of February 1, 2024, through February 29, 2024, have been audited and processed for payment by the Finance Administrator in accordance with RCW 42.24.080 and are hereby recommended for Mason Transit Authority Board approval. Supporting invoices are in the Accounting Department for review.

Description	Check Numbers	Total Amount
Accounts Payable Checks	38332-38455	646,209.88

Included within the checks were:		
	Check #	Amount
Payroll & DRS – 2/13/2024	38388	194,602.81
Payroll & DRS – 2/28/2024	38455	196,800.92
Employee Benefit Trust – 2/28/2024	38451	99,098.54
Washington State Transit Association	38354	15,434.00
FireTek	38365	5,738.46
State Auditor’s Office – WA	38428	7,574.66

Submitted by:   
 Haddon Wulf, Administrative Assistant

Date: 3/15/24

Approved by:   
 Amy Asher, General Manager

Date: 3/15/24

Mason Transit Authority Check Register  
 March 2024 Board Report

Activity From 2/1/2024 Through 2/29/2024

<u>Document Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Transaction Amount</u>
2/1/2024	38332	Abila	833.28
2/1/2024	38333	Actionaire Heating A/C Refrigeration	446.06
2/1/2024	38334	City of Shelton	1,391.98
2/1/2024	38335	Commercial Brake & Clutch, Inc.	331.14
2/1/2024	38336	Gillig, LLC	1,312.71
2/1/2024	38337	GORDON TRUCK CENTERS, INC.	700.35
2/1/2024	38338	Hood Canal Communications	2,262.23
2/1/2024	38339	Hung Right Doors LLC	462.40
2/1/2024	38340	IVS, Inc. dba AngelTrax	588.19
2/1/2024	38341	Kimball Midwest	190.16
2/1/2024	38342	Mason County PUD #3	1,894.95
2/1/2024	38343	Purcor	125.12
2/1/2024	38344	MOHAWK MFG. & SUPPLY	394.87
2/1/2024	38345	Mountain Mist Water	58.22
2/1/2024	38346	O'Reilly Auto Parts	88.04
2/1/2024	38347	Builders FirstSource	56.87
2/1/2024	38348	Prothman	5,291.81
2/1/2024	38349	Smarsh	9,704.78
2/1/2024	38350	Staples Business Advantage	659.46
2/1/2024	38351	Tozier Brothers, Inc.	61.59
2/1/2024	38352	UniFirst	211.78
2/1/2024	38353	Westbay Auto Parts	192.53
2/1/2024	38354	Washington State Transit Association	15,434.00
2/1/2024	38355	ZEP Manufacturing Company	974.03
2/12/2024	38357	AIG Retirement	2,199.07
2/12/2024	38358	Allstream	196.47
2/12/2024	38359	Ecolube Recovery, LLC	55.00
2/12/2024	38360	Berg Marketing Group	3,500.00
2/12/2024	38361	Cascade Natural Gas	781.51
2/12/2024	38362	Comcast	271.57
2/12/2024	38363	Cummins Northwest, LLC	235.54
2/12/2024	38364	Dobbs Peterbilt - Rochester	147.55
2/12/2024	38365	FireTek	5,738.46
2/12/2024	38366	Northwest Cascade Inc. DBA FloHawks	244.80
2/12/2024	38367	Gillig, LLC	75.99
2/12/2024	38368	GORDON TRUCK CENTERS, INC.	294.66
2/12/2024	38369	Hood Canal Communications	2,496.27
2/12/2024	38370	Robert W. Johnson, PLLC	1,600.00
2/12/2024	38371	Kitsap Transit	1,836.74
2/12/2024	38372	LMR Bookkeeping, LLC	3,510.00
2/12/2024	38373	Mason County PUD #3	132.57
2/12/2024	38374	Mason County Treasurer	94.00
2/12/2024	38375	O'Reilly Auto Parts	39.57

Mason County Public Transportation Benefit Area  
 Check/Voucher Register - Board Check Register  
 From 1/1/2024 Through 1/31/2024

2/12/2024	38376	PetroCard, Inc.	20,875.75
2/12/2024	38377	Ricoh USA, Inc	112.42
2/12/2024	38378	Right! Systems, Inc.	4,318.30
2/12/2024	38379	The Shoppers Weekly	644.22
2/12/2024	38380	UniFirst	170.02
2/12/2024	38381	United Way of Mason County	50.00
2/12/2024	38382	UniteGPS, LLC	1,421.00
2/12/2024	38383	U.S. Bank	10,434.44
2/12/2024	38384	Verizon Wireless	2,341.52
2/12/2024	38385	Westbay Auto Parts	88.29
2/12/2024	38386	Whisler Communications	3,793.70
2/12/2024	38387	AWorkSAFE Service, Inc.	434.00
2/13/2024	38388	Mason Transit Authority - ACH Account	194,602.81
2/16/2024	38389	Aflac	546.28
2/16/2024	38390	AIG Retirement	2,200.87
2/16/2024	38391	Belfair Water District #1	202.82
2/16/2024	38392	Cascade Natural Gas	2,735.00
2/16/2024	38393	CottageTek Wireless Data Solutions	1,653.46
2/16/2024	38394	Connected Solutions Group, LLC	2,194.42
2/16/2024	38395	GORDON TRUCK CENTERS, INC.	169.47
2/16/2024	38396	District 160	1,872.50
2/16/2024	38397	IVS, Inc. dba AngelTrax	589.00
2/16/2024	38398	LegalShield	126.50
2/16/2024	38418	Mason County Garbage, Inc.	1,023.65
2/16/2024	38419	Mason County PUD #3	4,549.12
2/16/2024	38420	Purcor	158.19
2/16/2024	38421	MOHAWK MFG. & SUPPLY	304.20
2/16/2024	38422	Mountain Mist Water	197.41
2/16/2024	38423	ODP Business Solutions, LLC	57.77
2/16/2024	38424	Olympic Lock & Key	15.23
2/16/2024	38425	O'Reilly Auto Parts	120.53
2/16/2024	38426	Builders FirstSource	9.45
2/16/2024	38427	Prothman	3,329.00
2/16/2024	38428	State Auditor's Office - WA	7,574.66
2/16/2024	38429	Seattle Automotive Distributing	15.63
2/16/2024	38430	The Shoppers Weekly	731.90
2/16/2024	38431	Star Rentals, Inc	348.16
2/16/2024	38432	Tozier Brothers, Inc.	227.90
2/16/2024	38433	UniFirst	186.17
2/16/2024	38434	United Way of Mason County	50.00

Mason County Public Transportation Benefit Area  
 Check/Voucher Register - Board Check Register  
 From 1/1/2024 Through 1/31/2024

2/16/2024	38435	Westbay Auto Parts	144.52
2/28/2024	38436	ACE Commercial Tire, LLC	2,634.90
2/28/2024	38437	World Kinect Energy Services	2,864.70
2/28/2024	38438	Belfair Water District #1	518.46
2/28/2024	38439	Bethel Towing	2,409.50
2/28/2024	38440	GFOA	310.00
2/28/2024	38441	Gillig, LLC	1,098.63
2/28/2024	38442	Mason County PUD #3	70.91
2/28/2024	38443	Purcor	125.12
2/28/2024	38444	Olympic Lock & Key	21.76
2/28/2024	38445	OMWBE	476.35
2/28/2024	38446	Pitney Bowes Supplies	58.52
2/28/2024	38447	Builders FirstSource	17.39
2/28/2024	38448	The Shoppers Weekly	55.28
2/28/2024	38449	Summit Law Group	533.00
2/28/2024	38450	Tozier Brothers, Inc.	2.57
2/28/2024	38451	AWC Employee Benefit Trust	99,098.54
2/28/2024	38452	Westbay Auto Parts	250.73
2/28/2024	38453	AWorkSAFE Service, Inc.	1,001.00
2/28/2024	38454	Washington State Transit Association	125.00
2/28/2024	38455	Mason Transit Authority - ACH Account	<u>196,800.92</u>
Total 101000 - MC			<u>646,209.88</u>
Treasurer			
Depository			
Report Total			<u>646,209.88</u>

Mason Transit Authority Credit Card Activity  
 March 2024 Board Report

		February 2024 Activity	
GL Title	Transaction Description		Expenses
Parts Inventory	Fuel Filters - Amazon		66.34
Parts Inventory	Parts - Rosco Vision		166.12
Parts Inventory	Parts - Rosco Vision		320.64
Parts Inventory	Serpentine Drive Belt - Amazon		44.42
Other Non-Transportation Revenue	US Bank Rewards Credit		(1,450.00)
Uniform Allowance	Driver Uniforms - Berg Marketing Group		217.00
Employee Recognition	Employee Mug (Andrew Bowie) - Tags		17.52
Employee Recognition	Employee Mug (Peter Owen) - Tags		17.52
Publication Fees	Driver Recruitment - McClatchy Advertising		1,134.00
Facility Repair/Maintenance	Adhesives - Amazon		81.05
Facility Repair/Maintenance	AED Inspection Tags - Amazon		16.48
Facility Repair/Maintenance	Duct Sealant - Amazon		28.78
Facility Repair/Maintenance	Flourescent Can Light Bulbs - 1000bulbs.com		149.86
Facility Repair/Maintenance	Foam Sealant - Amazon		92.16
Facility Repair/Maintenance	Paper Towel Holder - Amazon		19.46
Operating Supplies	AAA Batteries - Safeway		53.91
Operating Supplies	Keurig Coffee Makers - Amazon		151.88
Operating Supplies	Resuscitator and Flare Kit - Amazon		374.16
Office Supplies	Wastebasket - Walmart		10.84
Shop Supplies	Mops - Amazon		47.34
Shop Supplies	Sorbent Pads - Amazon		114.47
Safety Training Material & Supply	CAW CAR (Bus Training Tool) - Amazon		24.90
IT Equipment	Hard Drive Reading Cables - Amazon		12.84
IT Equipment	Printer Part - Amazon		92.21
Small Tools & Equipment	Smoke Tester Machine - Amazon		1,009.04
Safety Supplies	AED Pads - American AED		86.99
Safety Supplies	SureWerx Mid-Sole Ice Cleats - Ballard Industrial		2,665.85
Small Equipment & Furniture	Fuel Tank Monitors - Skybitz		1,479.56
Veh License/Registration Fee	Bus 2410 and 2411 - Shelton Tabs and Titles		126.18
Veh License/Registration Fee	Bus 2412 - Shelton Tabs and Titles		63.50
Veh License/Registration Fee	Bus 2413 - Shelton Tabs and Titles		63.50
Veh License/Registration Fee	Title Transfers - Shelton Tabs and Titles		73.25
Dues, Memberships, Subscriptions	Monthly eFax Bill		110.13
Dues, Memberships, Subscriptions	Tablet Licenses - 42Gears		357.40
Travel & Meeting Expense MTA	Water Bottles for Board Meeting - Fred Meyer		4.34
Training / Seminars	2-Day Bus Collision Investigation - WSTIP		150.00
Advertising/Promotion Media	Driver Recruitment - Jobtarget		349.00
Advertising/Promotion Media	Fueller/Detailer Recruitment - Jobtarget		349.00
Other Misc Expenses	Basketball Nets - Amazon		56.54
Total Credit Card Charges - February			<u>\$ 8,748.18</u>

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Consent Agenda – Item 5C – *Actionable*  
**Subject:** Amendment to MTA Authority Board Committees  
**Prepared by:** Amy Asher, General Manager  
**Approved by:** Amy Asher, General Manager  
**Date:** March 19, 2024

**Background:**

At its January 16, 2024, the Board approved the Board members to serve on the Authority Board Committee as set forth below:

**Finance:** Sharon Trask, Wes Martin, Eric Onisko, John Piety  
**Human Resources:** Kevin Shutty, Wes Martin  
**Policy:** Randy Neatherlin, John Sheridan  
**Operations and Maintenance:** Randy Neatherlin, Cyndy Brehmeyer

Following orientation meetings with MTA’s new Board members, Ryan Spurling and Rick Lee, we are proposing the following committee as follows:

**Finance:** Sharon Trask, Wes Martin, Eric Onisko, John Piety  
**Human Resources:** Kevin Shutty, Wes Martin  
**Policy:** Randy Neatherlin, John Sheridan  
**Operations and Maintenance:** Rick Lee, Cyndy Brehmeyer

The new Board members have been placed in committees as provided in the MTA bylaws, including Section 8.1 and will coincide with the terms of the Board members.

**Summary:** Update Authority Board Committees to include new Board members.

**Fiscal Impact:**

None.

**Staff Recommendation:**

Approve.

**Motion for Consideration:**

Move that the Mason Transit Authority Board approve the updated Authority Board Committees to include the new Board members as set forth above.



## **Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Report – Item 6A – *Informational*  
**Subject:** Financial Reports – February 2024  
**Prepared by:** Haddon Wulf, Administrative Assistant  
**Approved by:** Amy Asher, General Manager  
**Date:** March 19, 2023

### **Summary for Informational Purposes:**

Included are the updated February 2024 Financial Reports.

### **Highlights:**

#### *Sales Tax Revenue*

Sales tax revenue for December 2023 (received February 29, 2024) was \$679,178 1% above the 2023 budgeted amount, and 9% more than December 2022.

#### *Year-to-Date Revenue & Expenses*

It is expected that YTD revenue and expenses will be 16.7% (2/12) of the budget through the end of the year. Total YTD Revenue is slightly under budget at 9.9%. Total YTD Operating Expenses are under budget at 12.5%.

- Passenger fare for (Worker Driver) is currently at 14.4% through the month of February.
- Rental Income is on par with the projections for the month at 16.9%.
- Wages and Benefits under budget at 12.2% slightly under budget projections.
- Other Operating Expenses are over budget at 29.3%. Many of these expenditures are dues & subscriptions that are typically paid for at the beginning of the year, and conference registrations.
- Fuel is slightly under budget at 12.6% for the month of February. This percentage may trend higher as the monthly average increases.
- Utilities are slightly under the current budget at 13.5%.

### **Fiscal Impact:**

February fiscal impact reflects total revenues of \$637,949 and operating expenses of \$664,663 for a net loss of \$26,715.

# Mason Transit Authority Statement of Financial Activities

% through the year: 16.7%

March 2024 Board Report

February Statement of Financial Activities	February	2024 YTD Actual	2024 Budget	Notes	Percentage of Budget Used
<b>Revenue</b>					
Passenger Fares- Community Van	\$ -	\$ -	\$ 1,500		0.0%
PSNS WorkerDriver	6,050	12,213	85,000		14.4%
<b>Total Operating Revenue (Fares)</b>	<b>6,050</b>	<b>12,213</b>	<b>86,500</b>		<b>14.1%</b>
Sales Tax	535,193	1,146,843	7,645,620	(1)	15.0%
Operating Grants	-	-	5,530,866	(2)	0.0%
Rental Income	13,229	25,690	152,361		16.9%
Investment Income	81,739	163,588	200,000		81.8%
Other Non-operating Revenue	1,738	1,991	26,050	(3)	7.6%
<b>Total Revenue</b>	<b>637,949</b>	<b>1,350,324</b>	<b>13,641,397</b>		<b>9.9%</b>
<b>Expenses</b>					
Wages and Benefits	501,595	1,007,066	8,268,421		12.2%
Contracted Services	22,636	45,577	380,120		12.0%
Fuel	39,918	81,839	647,500	(4)	12.6%
Vehicle/Facility Repair & Maintenance	16,846	30,637	362,200		8.5%
Insurance	24,465	48,931	293,583		16.7%
Intergovernmental - Audit Fees	7,575	11,226	40,000		28.1%
Utilities	15,616	28,345	209,800		13.5%
Supplies & Small Equipment	26,690	63,119	406,150	(5)	15.5%
Training & Meetings	842	5,154	62,450		8.3%
Other Operating Expenses	8,480	43,364	148,009	(6)	29.3%
Pooled Reserves	-	-	120,000		0.0%
<b>Total Operating Expenses</b>	<b>664,663</b>	<b>1,365,257</b>	<b>10,938,233</b>		<b>12.5%</b>
<b>Net Income (Deficit) from Operations</b>	<b>\$ (26,715)</b>	<b>\$ (14,933)</b>	<b>\$ 2,703,164</b>		

## NOTES

(1)	Monthly sales tax amounts are based upon seasonally-adjusted budget accruals and may not reflect the Percentage of Budget used.
(2)	Operating grant revenue Q1 pending reimbursement.
(3)	Includes: Sale of Maintenance Services - \$522; Gain/Loss on Disp. of Asset - \$0; Sales Tax Interest Income -\$0; Insurance Recoveries - \$0; WSTIP Network Safety Grant - \$0; WSTIP Risk Management Grant - \$ 0; Other Non Transportation Revenue - \$1,467; plus other misc. non-operating revenue.
(4)	Average diesel price per gallon year to date is \$3.24. Average gasoline price per gallon year to date is \$2.99.
(5)	Printing- \$1,624; Cleaning/Sanitation/Safety supplies - \$6,214; Office Supplies - \$2,577; Shop Supplies - \$1,430; Small Tools & Equipment - \$1,269; IT Equipment - \$5,940; Communications Equipment - \$0; Operating Supplies - \$831; Small Equipment & Furniture - \$1,577; Software - \$41,402; Postage - \$172; Shelter supplies - \$0; Training supplies-\$83; plus other misc supplies and small equipment.
(6)	Includes budget line items from Unemployment Insurance, Advertising/Promotion, Dues, Memberships and Subscriptions. Expenses through the year include: Advertising - \$7,746; Merchant/Credit Card fees - \$307; Dues, Memberships, Subscriptions - \$32,537; Unemployment Insurance - \$0; CDL Exams- \$1,025; Rent-CDL Training-\$0; Property tax- \$0; Veh. Registration fee- \$441; Office Equip Lease -\$197; Small tools repair-\$0; plus Other misc. operating expenses- \$1,113.

# Mason Transit Authority Cash and Investments

March 2024 Board Report

## Cash Balances

	1/31/2024	2/29/2024	Change
Cash - MC Treasurer	\$ 7,161,260.76	\$ 7,297,708.93	\$ 136,448.17
Investments - MC Treasurer	17,750,000.00	17,750,000.00	-
Payroll - ACH Umpqua Bank	\$ 187,700.09	\$ 187,298.87	(401.22)
Petty Cash/Cash Drawers	-	-	-
<b>TOTAL</b>	<b>\$ 25,098,960.85</b>	<b>\$ 25,235,007.80</b>	<b>\$ 136,046.95</b>

## Cash Encumbrances

Grant Related:

Purchase 6 cutaways. Fed. 5339 - \$1,039,444, 25% match plus price increase encumbered	474,275.87
<b>Total Grant Match</b>	<b>\$ 474,275.87</b>

Reserves:

Total Grant Match	474,275.87
General Leave Liability (Vacation/Sick)	293,670.00
Emergency Operating Reserves	2,000,000.00
Facility Repair Reserve	150,000.00
Emergency/Insurance Reserves	100,000.00
Future Operating Reserves	4,100,000.00
Capital Project Reserves <sup>1</sup>	10,360,000.00
Fuel Reserves	120,000.00
IT Investments	80,000.00
<b>Total Encumbered</b>	<b>\$ 17,677,945.87</b>

Total of Cash	\$ 25,235,007.80
Less Encumbrances	17,677,945.87
<b>Undesignated Cash Balance Total (Including Reserves)</b>	<b>7,557,061.93</b>
Investments - MC Treasurer (Reserves)	17,750,000.00
Less Encumbrances	17,677,945.87
<b>Undesignated Cash Reserves</b>	<b>\$ 72,054.13</b>

Sales Tax Revenue received in excess of the budgeted amount placed in Capital Project Reserves.

**Mason Transit Authority 2024 Capital Budget**

March2024 Board Report  
As of February 29, 2024


Capital Projects	Budget	Grants	MTA Funding	Contingent Projects	YTD	Project Cost to Date	Purpose
Belfair Sewer Connection	17,000		17,000		-	-	Finalize Utility Connection in 2024.
TCC customer service office remodel	100,000		100,000		-	-	Carry forward from 2023. Remove ADA ramp from middle of office and re-design space.
JP Alarm System Update	42,000		42,000		-	-	We are using an alarm system that was installed in 1984. We can't get replacement parts. New enterprise system can be moved to new building.
Phone System Update	18,000		18,000		-	-	Migrating away from Mitel system to a cloud based system.
TCC Badge Access Door Locks	10,000		10,000		-	-	Operations and staff doors at TCC to be upgraded to badge access.
Bus stop improvements	100,000	100,000			-	-	Bus stop improvements to include paving ADA pads, shelters, benches, lighting and signage as we transition from flag stops. Continuing project.
Automatic Gates at JP	115,000		115,000		-	-	The automatic gate openers at JP were installed when we purchased the building in the early 1990's. They are failing more frequently and need replaced.
Capital Facilities Improvements	50,000		50,000		-	-	Carry Forward. Improve Capital Facilities
Park and Ride Parking lot seal & Repair	80,000		80,000		-	-	Park and Ride Resurfacing. Pear Orchard, Matlock.
Air Condition for Server Room JP	11,000		11,000		-	-	The air conditioner in the server room is failing and needs replaced.
HVAC for JP	36,000		36,000		-	-	Recently replaced one failed system and second system is in need of replacement.
Fuel Communication System	60,000		60,000		-	-	Veder Root system we have is no longer supported. Fuel Master Card Reader, software and training.
Propane Conversion Kits	112,000		112,000		-	-	Convert sixteen cutaways to propane. Six are carryforward from 2023. \$7,000 ea.
Bus Column Lift Replacements	75,000	75,000	-		-	-	Replace one set of vehicle lifts past useful life.
Septic Grinder Pump Replacement	10,000		10,000		-	-	Need to replace septic grinder.
Scan Tool for Fleet	5,000		5,000		-	-	Tool to scan buses for diagnostics. The equipment we currently have will not read anything newer than 2018 buses.
TCC Gym Roof Repair	100,000		100,000		-	-	Gym roof has been leaking in a couple of places for a few years and staff's spot treatment has not held. Need professional help to solve problem.
Repair/replace TCC Gym floor	130,000		130,000		-	-	Parts of the floor are protruding. Many blocks of wood were replaced when TCC re-modeled, but we need either a replacement at \$130,000 and 35 year warranty, or a repair at \$60,000. Still waiting on further options from original installer.
MTA Johns Prarie Base Facility Updates	800,000		800,000		-	-	Begin design for new MTA admin and training facility. Administrative building has been in TIP since 2020.
Belfair Alarm System	11,000		11,000		-	-	Alarm system at Belfair Building.
Parts Washer	13,000		13,000		10,262	-	Parts washer to degrease parts.
<b>Total Misc Capital Projects</b>	<b>1,895,000</b>	<b>175,000</b>	<b>1,720,000</b>	<b>-</b>	<b>10,262</b>	<b>-</b>	
10 Cutaways	1,741,945	1,741,945			-	-	State Paratransit Special Needs Funded.
8 - 35' Gilligs	5,104,288	5,104,288			-	-	FY 22 FTA 5339 Grant to replace 5 buses \$2,968,727 (carry forward from 2023). Received grant funding for 3 more. All will be received in 2024 (2,135,561) Using state funds to cover match.
<b>Total Vehicle Replacements</b>	<b>\$ 6,846,233</b>	<b>\$ 6,846,233</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Proposed 2024 Capital Projects</b>	<b>\$ 8,741,233</b>	<b>\$ 7,021,233</b>	<b>\$ 1,720,000</b>	<b>\$ -</b>	<b>\$ 10,262</b>	<b>\$ -</b>	

Capital Project Reserves - \$10,360,000 (A portion of sales tax revenue above budgeted amount set aside in Capital Project Reserves.)

# Mason Transit Authority Sales Tax Receipts

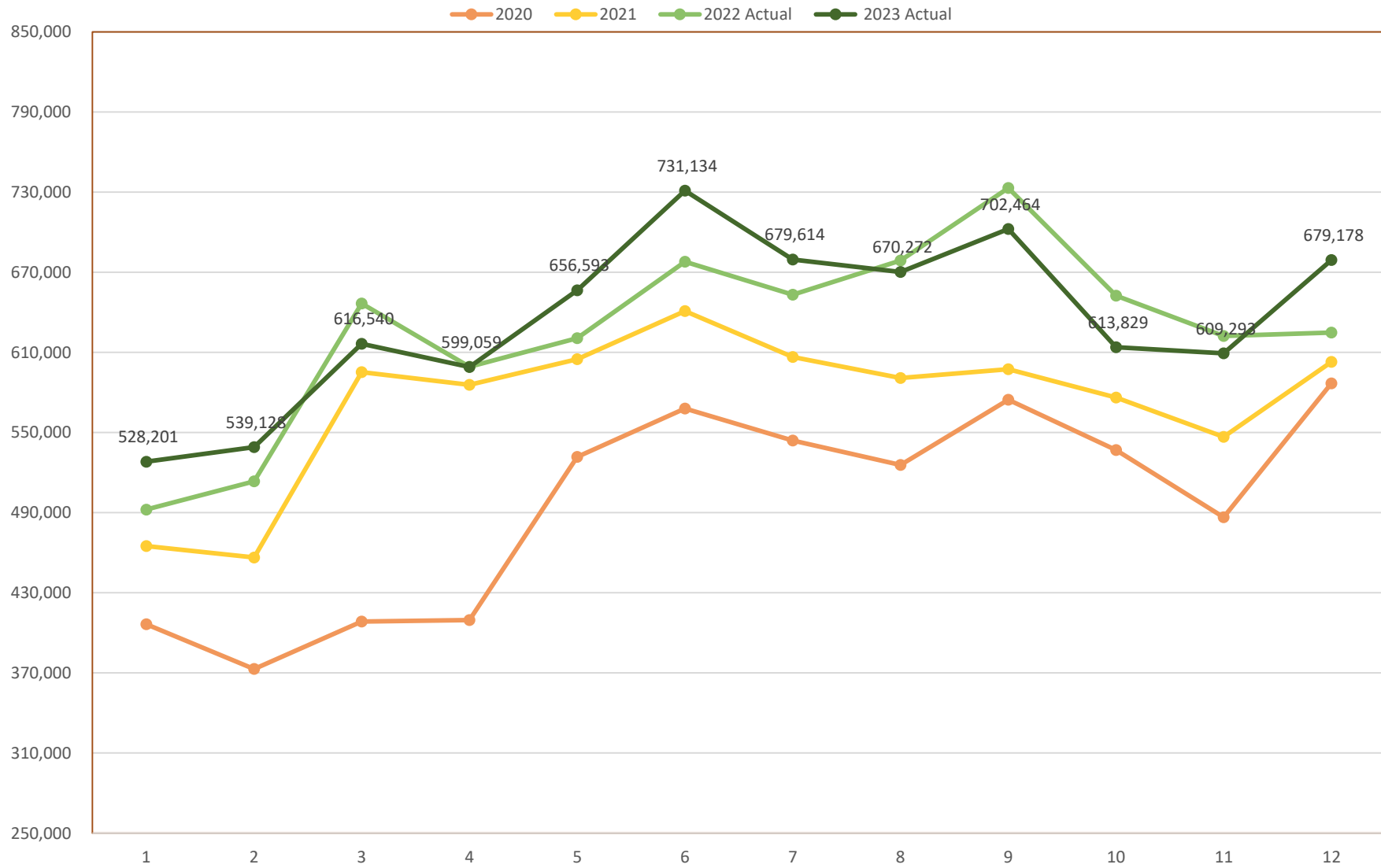
March 2024 Board Report

Sales Tax Collected as of 2/29/2024 for 12/31/2023



	2020	2021	2022	2023 Budget	2023 Actual	2023 Budget Variance	% Change 2022 - 2023 Actual	Capital Reserves
January	406,391	464,970	492,351	458,661	528,201	15%	7%	69,540
February	372,932	456,479	513,550	489,393	539,128	10%	5%	49,735
March	408,506	595,307	646,582	611,761	616,540	1%	-5%	4,779
April	409,532	585,816	599,278	581,921	599,059	3%	0%	17,138
May	531,711	604,875	620,580	652,332	656,593	1%	6%	4,261
June	568,045	640,945	677,991	728,689	731,134	0%	8%	2,445
July	543,942	606,512	653,259	670,783	679,614	1%	4%	8,831
August	525,644	590,886	678,818	724,478	670,272	-7%	-1%	(54,206)
September	574,589	597,424	733,099	733,099	702,464	-4%	-4%	(30,635)
October	536,963	576,267	652,444	599,161	613,829	2%	-6%	14,668
November	486,561	546,801	622,319	502,832	609,293	21%	-2%	106,460
December	586,883	602,943	624,958	669,823	679,178	1%	9%	9,355
	5,951,698	6,869,226	7,515,228	7,422,932	7,625,304			
Budget Variance Average - YTD						4%		202,372
							% Change 2022 vs 2023 Actual Average - YTD	2%

# Monthly Sales Tax Trend



**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Reports Item 8B – *Informational*

**Subject:** Management Reports

**Prepared by:** Tracy Becht, Executive Assistant

**Approved by:** Amy Asher, General Manager

**Date:** March 19, 2024

**Summary for Informational Purposes:**

The monthly MTA Management Reports are attached for your information.

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 19, 2024

# MTA MANAGEMENT REPORTS

Submitted to MTA Authority Board March 19, 2024

## GENERAL MANAGER'S REPORT

### **External Activities:**

- Attended regional coordination meeting with General Managers from Kitsap, Jefferson, Clallam and Intercity Transit in Bremerton.
- Facilitated Washington State Transit Association Special Board Meeting regarding legislative session topics.
- Attended Small Medium Transit Association weekly meetings.
- Attended Peninsula Regional Transportation Planning Organization Board Meeting.
- Attended Economic Development Council Director recruitment meetings.
- Attended Mason Economic Development Council Board Meeting.

### **Internal Activities:**

- Continued work with Washington State Auditor's office on FY 2022 Audit.
- Attended WSDOT Administrative, Financial, and Capital audits on site.
- Continued coordination with Prothman on Finance Manager recruitment.
- Working with Tracy on archiving files.
- Submitted annual Drug and Alcohol Annual Report to Federal Transit Administration.
- Began National Transit Database Reporting.
- Met with new Board Member Rick Lee for board orientation.

## TEAM UPDATES

### **MAINTENANCE/FACILITIES – Paul Bolte**

#### **Outreach and meetings:**

- Attended Northwest Warranty meeting.
- Attended MTA board meeting.
- Attended bus stop committee meeting.
- Met with Blue Star Propane on tank install at JP base.
- Attended interview with new fuel/detailer candidates.

#### **Facilities and Fleet Projects/Purchases/Maintenance**

- Working with Blue Star Propane on propane fuel station.
- Working on receiving all 5 new Gillig buses and 10 new StarCraft cutaways.
- Working with Facilities on spring projects at park and rides.
- Working on all 2024 procurement projects.

#### **T-CC Events/Maintenance**

- **Gym:** Pickleball sessions numbered 369 participants this February. Special Olympics Basketball welcomed 156 athletes.

- **Kitchen:** The kitchen user total in February was 22 people.
- **Conference Room:** The MTA monthly board meeting had 15 members attend this month. The regular Mason County EDC meeting was conducted at an alternate site this month. The MTA Bus Stop Committee had six employees attend.

#### OPERATIONS – Jason Rowe

- **Ridership Numbers:** There was a slight impact to ridership numbers this month due to inclement weather. However, our overall ridership has increased and when comparing February 2023 (25,349 riders) to February 2024 (41,452 riders) we see a 63% increase from where we were last year.
- **Driver Appreciation Day:** March 18 was National Driver Appreciation Day. We bought our employees lunch and had T-shirts made for them which included actual customer compliments that had been received over the years.
- **New Driver Class:** We started a new driver class on March 18. We have 5 applicants in addition to 1 internal candidate.
- **Service Updates:** Our McCleary Pilot Route began service on February 20th. We have received very positive public feedback and have seen some good starting ridership numbers for this route.
- **Outreach:** Below are outreach and travel training events that we participated in recently.
  - 2/7/2024 Travel Training with Career Quest of Shelton. Went over Routed and DAR system. Scheduled a Travel Training Bus ride with one of their clients from Belfair to Tractor Supply.
  - 2/9/2024 CDL Training Event in Elma. Grays Harbor College just graduated from a CDL class and hosted a career fair for those people to meet potential employers.
  - 2/12/2024 Travel Training for an employee at Alpine trying to get home and nervous about riding the bus.
  - 2/12/2024 Alpine Way Assisted Living presentation of MTA services to their residents and employees.
  - 2/14/2024 Career Fair in Thurston County with WorkSource. Promoting our open Driver and Financial Manager positions.
  - 2/21/2024 Travel Training bus ride with client from Career Quest where I rode the bus with him from Belfair to Shelton then Rt 7 to Tractor Supply so he could learn how to take the bus himself and get to a potential job.
  - 2/26/2024 Travel Training with new resident to Shelton wanting to learn how to get to shopping, doctors, donation locations. Went over routes and DAR.
  - 2/27/2024 Low Vision Support Group presentation on MTA transportation option and ADA issues.
  - 3/7/2024 Shelton Health & Rehab Field trip to Walmart.

**Mason Transit Authority Regular Board Meeting**

**Agenda Item:** Staff Reports Item 6C – *Informational*

**Subject:** Operational Statistics

**Prepared by:** Jason Rowe, Operations Manager

**Approved by:** Amy Asher, General Manager

**Date:** March 19, 2024

**Background:**

The attached ridership data displays Total Ridership, Demand Response “Dial-a-Ride” and Fixed Route with combined Total Ridership monthly since 2020.

To be easily identifiable, 2024 passenger trips are labeled with the actual number.

2024 ridership continues to grow steadily. There was a slight dip in Demand Response (Dial-a-Ride) ridership for February. This is attributed to less service days in the month, as well as weather related service impacts due to snow that we experienced. Our Fixed Route ridership continues to increase, and we had a good start for our McCleary Pilot Route which started service on February 20<sup>th</sup>.

## Ridership Data

